



Alaska Army National Guard Active Guard Reserve (AGR) Vacancy Announcement # **AKARNG 14-03**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Recruiting and Retention NCO	MOS: 79T	OPEN DATE: 4 December 2013	CLOSE DATE: 27 December 2013
UNIT OF ACTIVITY/DUTY LOCATION: AKARNG Recruiting & Retention BN, Fairbanks, Alaska		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: State Selection Board	PARA/LINE # 008B/03	PHYSICAL PROFILE: PULHES – 132221	

AREAS OF CONSIDERATION

Zone 1 On-Board AKARNG AGR (**Must have held current position for minimum of 18 months**) (**ANY MOS**)

Zone 2 All Alaska Army National Guard members (**ANY MOS**)

Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1

MAJOR DUTIES MAY INCLUDE

- Recruit and Retain qualified Soldiers for entry into the Alaska Army National Guard
- Establish and maintain contact with school, college, business and industry officials to enhance the prestige of the ARNG
- Responsible for interviewing, screening, testing & evaluating applicants from civilian sources to achieve recruiting goals
- Explain the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, employer support and reemployment rights
- Establish media contacts. Conduct direct mail campaigns. Mail literature to persons of military age to stimulate interest
- Prepare a prospect card. Refine leads. Determine basic enlistment eligibility. Pre-qualify individuals for enlistment
- Make oral and film presentations to high school and college classes to establish contact with prospects
- Distribute advertising and publicity materials to places frequented by persons of military age
- Maintain informational records to enable follow-up contacts with prospective enlistees
- Conduct enlistment, attrition management and retention interviews
- Determine eligibility for extension or immediate reenlistment
- Operate Guard Accession Information Network System
- Supervise recruiting and retention activities
- Prepare and complete an enlistment packet
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- Qualifying scores:
 - (a) Minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in ASVAB tests administered prior to 2 January 2002
 - (b) Minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002
 - Meet selection criteria in NGR 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable
 - No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
- Applicants must provide proof of eligibility for Recruiter Duty per established criteria in ARNG EXORD 13-02, Annex D
- Be a high school graduate with diploma; or have one year college with a high school GED with no waiver

SPECIAL ANNOUNCEMENT CRITERIA

- **Exceptional Family Member Program is extremely limited**
- Mandatory Military Education Requirements:
 - Must be able to attend SQ14 course within 6 months of assignment
 - Must be willing to relocate to any duty position within the State
- 18 months of National Guard membership is desirable

See page 3 for All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after the COB on the closing date.

Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection and will result in disqualification.

It is extremely important to follow the application instructions contained in the job announcement.

REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. Please refer to FAQs below to assist further.

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided in the application.

Systemic errors and trends are as follows:

- **Both copies of NGB 34-1 not provided or incomplete (*missing signatures*). Questions unanswered or form not signed. Incorrect version used, required version is dated 05 November 2010.**
- **DD 214 / DD 215 are not included in the application. The DD 214 form does not include the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code. (*Application must include "ALL COPIES" received since joining the military*)**
- **Personnel Qualification Record (PQR) are older than 1 month.**
- **Last 5 years of OERs / NCOERs (*to include current*) are not included in the application or their absence (over 60 days)/overlap (over 30 days) explained in a memo to the board president from the Soldier. All gaps / overlaps must be explained in the memo (*mandatory*).**
- **Individual Medical Readiness (IMR), 1 page document, missing or out of date. PHA is not within 12 months of announcement closing date, HIV is not within 5 years of closing date. PHA and HIV are not justified with a memo from the unit Commander (*mandatory*). Any PULHES with a 3 or 4 is not supported with medical fit for duty waiver.**
- **DA Form 705 does not include all APFT's taken in the last 1 year (AGR's 2 record test a year & Traditional Soldier 1 record test a year). Missing APFT's are not explained in a memo from the Soldier to the board president. The profiled event(s) is not supported with permanent profile, if applicable.**
- **DA Photos (when required) are out of date. Photo is not within 2 years of announcement closing date.**
- **ASVAB scores if not MOS Qualified.**

INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
2. CURRENT Personnel Qualification Record (PQR)
3. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. *It is important that you print the report, not the webpage screen.
5. DA Form 705 (APFT) May 2010, current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, First Sergeant, or Commander.
6. CURRENT AGR/Mobility/ADSW orders (If Applicable)
7. Last 3 NCOER's (if Applicable)
8. Copies of all DD Form 214's / NGB 22's showing all prior service
9. Security Verification memorandum from Personnel Security Manager
10. Photocopy of valid civilian motor vehicle operator's license. All data must be readable.
11. Resume

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 14-03 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 14-03**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.